JOB DESCRIPTION

JOB TITLE: Safety, Health & Environment Advisor
REPORTS TO: Safety, Health & Environment Manager
LOCATION: The Company’s construction sites throughout the UK (primarily greater London area)

SUMMARY OF ROLE

The Safety, Health and Environment Advisor is primarily responsible for co-ordinating and implementing the safety, health and environment aspects of the Company’s integrated management system. The post holder will also assist internally with the provision of safety, health and environmental advice and guidance.

DUTIES AND RESPONSIBILITIES

- Promote a positive health and safety culture throughout the company and supply chain. Contribute to the Company’s SHE commitments in the highlighting and promoting best practice.

- Ensure Construction Health & Safety Plans are in place prior to the commencement of the project.

- Monitor and review regular site performance through weekly inspections and audits, including assessment of all Risk Assessments and Method Statements ensuring Company policies and procedures are implemented appropriately. Recording any findings, highlighting any areas for improvement as well as any required modification to existing policies or procedures.

- Assist and participate in the highlighting of health-related risks and training on site, reviewing all high risk operations on site.

- Agree remedial action with site management on any non-conformance and carry out follow up review to ensure the appropriate implementation has taken place.

- Ensure C.O.S.H.H. Registers are maintained on site.

- Advise and when requested assist the Site Management Teams with best practice in the implementation of the Considerate Constructors Scheme.

- Assist monthly health and safety meetings (project specific).

- Assist and participate in the delivery of safety, health and environment toolbox talks and bespoke training on site.
• Ensure full implementation of the Company’s Accident Reporting Procedure.

• Liaise with the HSE and represent the Company at relevant external forums.

• Ensure the implications of changes in legislation and environmental, safety management techniques are communicated and implemented throughout the Company and Supply Chain.

• Participate in pre-tender submissions and interviews as required.

• Collate assigned project ‘End of Contract Environmental, Health & Safety Files’.

• Liaise with the Safety, Health and Environmental manager on Annual Policy and Management System review.

• Fulfil the role of mentor as and when required.

• Maintain relevant quality and environmental control procedures in accordance with the Company’s Integrated Management System.

• Continually develop knowledge of health and safety to enhance the business and fulfil company CPD requirements.

• Undertake all training and development activities as required.

• Attend Industry dinners, functions, seminars etc., as required on behalf of the Company.

• Contribute to the Company’s Corporate Social Responsibility initiatives.

The above list is not exhaustive and the post holder may be required to take on other duties and responsibilities for the effective and efficient performance of this role.